



Knappa School District No. 4

*“The Knappa School District will **INSPIRE** all learners to **ACHIEVE** academically and **THRIVE** as independent and **PRODUCTIVE** citizens.”*

Current Students

To request records for current students, please fill out our request form. You will also need to provide a copy of your current photo ID or passport for verification purposes only.

If you are in the process of applying to a private school and your child is still an active KSD student, please have the private school send a request to baldwins@knappak12.org for high school students or harringtons@knappak12.org for K-8 students.

If your child is no longer attending a KSD school and you would like a copy of their student file, please fill out the records request form. You will also need to provide a copy of your current photo ID or passport for verification purposes only.

For students transferring out of the KSD district, please have the new school send a request to the last KSD school attended. Records will be transferred once the office has received the forwarded request from the school site.

In the case of students' **Special Education Records**, it is required by law that such requests are treated urgently. All requests by school districts for students identified for Special Education services should be emailed to justusr@knappak12.org, or you may call **503-458-5994** if you have questions.

Former Students

Note: *Former KSD students eighteen (18) years of age and older must request their records themselves unless legal documentation is provided allowing another adult to obtain records on their behalf. To request the records of a former KSD student, please fill out the records request form. Confirmation of requestor's identification is required via photo ID.*

- The records of former students can be transferred electronically or by mail. You may order the former student's records using the records request form.
- School Districts, Universities, Employers, and Verification Companies may request the records of a former student if a **signed record release statement** on organizational letterhead. *Please note, requests **must** come in PDF format and not as the body of the email*
- Officers of the Court, Law Enforcement, and Social Services Organizations may request the records of a former student if the request is accompanied by legal documentation allowing KSD Records Management to release the record(s).
- **By law we have up to ten (10) business days to respond to your request.**